



AUGUST 2004

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

PROCESS SGT/SSG PROMOTIONS

Practical Exercise 1

(DO NOT WRITE IN THIS BOOKLET)

PRACTICAL EXERCISE SHEET 1

Title Determine Eligibility For Promotion

Lesson Number/Title CAA2A601 version 1 / PROCESS SGT/SSG PROMOTIONS

Introduction

Motivator **ATTENTION:** As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resources Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the soldiers of the unit.

MOTIVATION: Everyone is affected by promotions; during this lesson you will learn the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the soldiers of your unit.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Process SGT/SSG Promotions
Conditions:	Given AR 600-8-19, DA Pam 611-21, student handouts, standard office supplies.
Standards:	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.

Safety Requirements

Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.

Risk Assessment Level

Low

Environmental Considerations

None

Evaluation

The PE contains 8 multiple choice questions.

Instructor Material

AR 600-8-19 and DA Pam 611-21, and student handouts.

**Student
Material**

AR 600-8-19 and DA Pam 611-21, and student handouts.

**Instructional
Lead-In**

Recently you were given blocks of instruction on how to Process Enlisted Advancements and Reductions for PV1 through SPC; today we will begin instruction on how to Determine Eligibility for Promotion.

**Special
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Determine Eligibility for Promotion.

MATERIALS REQUIRED:

AR 600-8-19, DA Pam 611-21, student handout, pencil and answer sheet.

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date on your answer sheet.
- b. This exercise contains 8 multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 30 minutes to complete this exercise.
- c. All questions have only one correct answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
- d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

Procedures

DETERMINE ELIGIBILITY FOR PROMOTION

Answer 8 questions utilizing the knowledge learned in the previous learning activity.

1. What report is used to identify soldiers recommended for promotion to SGT or SSG?
 1. Unit Enlisted Promotions Report
 2. Unit Personnel Administration Report
 3. Board Recommendation DA FORM 3355
 4. Board Member Appraisal Worksheet DA Form 3356
2. When will the BNS1 receive the completed Unit Enlisted Promotion Report back from the unit?
 1. NLT the first working day of the month prior to the board.
 2. NLT the third working day of the month prior to the board.
 3. NLT the fifth working day of the month prior to the board.
 4. NLT the tenth working day of the month prior to the board.
3. What information about the Soldier will **not** be included on the Unit Enlisted Promotion Report?
 1. PMOS
 2. Current grade
 3. Security clearance
 4. Number of dependents
4. When should the Unit Enlisted Promotion Report be forwarded to the unit commander?
 1. NLT the first working day of the month proceeding the board month.
 2. NLT the fifth working day of the month proceeding the board month.
 3. NLT the sixth working day of the month proceeding the board month.
 4. NLT the tenth working day of the month proceeding the board month.
5. What action must the unit commander take with a Soldier who is fully eligible for promotion but is not recommended?
 1. Inform the 1SG for his/her action.
 2. Report to the promotion authority for promotion.
 3. Complete the DA Form 3355 and counsel the Soldier.
 4. Strike through the name of the Soldier not recommended.
6. Which guidance is used for enlisted promotions?
 1. AR 25-50
 2. AR 600-8-19
 3. DA PAM 600-8-31
 4. DA PAM 611-21

7. A SGT recommended for board appearance for SSG must complete which military education course?
1. Basic Airborne Course
 2. Primary Leadership Development Course (PLDC)
 3. Basic NonCommissioned Officers Course (BNCOC)
 4. Advanced NonCommissioned Officers Course (ANCOC)
8. What is the service remaining obligation for promotion to SSG?
1. 12 months
 2. 24 months
 3. 36 months
 4. 48 months